

# Doing Business With DAS Just Got A Lot Easier

A Guide for Agencies and Municipalities to **Accessing** Uploaded  
Affidavits and Nondiscrimination Forms



*Business **Friendly** Initiative*



## **Contents:**

- ☐ Why Upload Documents?
- ☐ Which Documents Are Uploaded?
- ☐ How Does an Agency/Municipality Access Uploaded Documents?

[ 1 ] Why Upload Documents?

*At DAS, we're changing how we do business*

*"I'm committed to making sure businesses and contractors alike know that Connecticut is open for business."*

*Governor Dannel P. Malloy*

With the goals of eliminating redundancy and streamlining the contracting process, DAS has introduced a procedure to upload required Affidavits and Nondiscrimination Certification forms. Now, instead of the Contractor submitting these documents in hard copy every time they submit a Bid/RFP response, they upload them electronically.

Since Affidavits and Nondiscrimination Certification Forms are required to be updated on a yearly basis, this process reduces the time it takes a Contractor to prepare a Bid/RFP response and greatly decreases the amount of paperwork submitted with each Bid/RFP.

These Affidavits and Nondiscrimination Certification forms remain on file at DAS and are accessible to any Agency that may also be doing business with a specific Contractor. The Contractor is responsible for updating any of these documents if changes occur.

Following you will find step-by-step instructions on the process of accessing uploaded documents.

Welcome to a new way of doing business with the DAS!

**[ 2 ] Which Documents Are Uploaded?**

*List of Documents for Upload*

Affirmation of Receipt of State Ethics Law Summary (OPM Ethics Form 6)

Gift and Campaign Contribution Certification (OPM Ethics Form 1)

Consulting Agreement Affidavit (OPM Ethics Form 5)

Non Discrimination Certification (A - Representation by Individual)

*Regardless of value*

Non Discrimination Certification (B - Representation by Entity)

*For contracts valued at less than \$50,000.00*

Non Discrimination Certification (C - Affidavit by Entity)

*For contracts valued at more than \$50,000.00*

Non Discrimination Certification (D - New Resolution by Entity)

Non Discrimination Certification (E - Prior Resolution by Entity)

When required, upload a list of the members of your company Board of Directors.

Certificate of Authority for Corporation

OPM Form 7 – Iran Certification

Commission On Human Rights and Opportunities (CHRO)

Workplace Analysis Affirmative Action Report

Employee Information Form (DAS-45)

DAS-46 - CT Economic Impact Form

[ 3.1 ] How Do I Access Uploaded Documents?

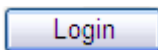
## Step-By-Step Uploaded Document Access Instructions for Agencies/Municipalities

Following are instructions for accessing uploaded documents.

### Step 1:

Login to BizNet using the **e-mail address** and **password** you used to establish the account.

Click the **Login** button.



**Tip:** You must have a **BizNet Account** with a **Procurement Role** to access upload documents.

[Click here to create a BizNet Account](#)

A screenshot of the DAS Business Network login page. The header features the "BIZ NET" logo and "Department of ADMINISTRATIVE SERVICES". Below the header, it says "Login" and "Welcome to the DAS Business Network". A message states: "The page you requested requires a log-in ID to access the on-line services offered by the Department of Administrative Services. If you do not have a log-in ID, you will need to create one. Please use the button to the right labeled 'Create New Account' to proceed." There are input fields for "E-Mail Address" and "Password", and a "Login" button. To the right of the input fields are buttons for "Create New Account", "Forgot Password", "Update Account", and "Resend Activation Link". At the bottom, there is a footer with links to "Review our Privacy Policy" and "DAS Web Design", and a note that "All State disclaimers and permissions apply." and a "Hit Counter 447,592".

[ 3.2 ] How Do I Access Uploaded Documents?

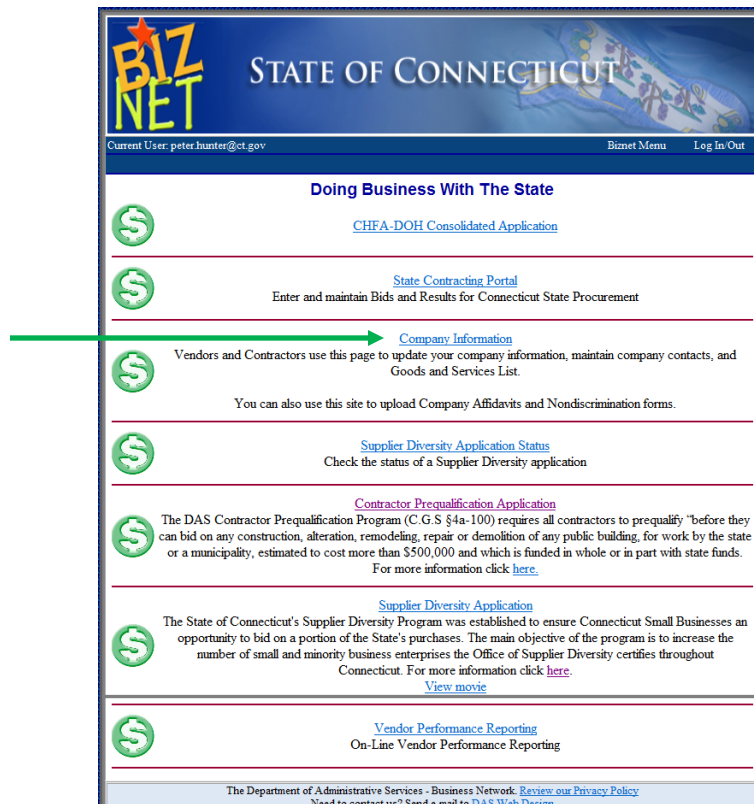
**Step 2:**

Click the [Doing Business With The State](#) link



**Step 3:**

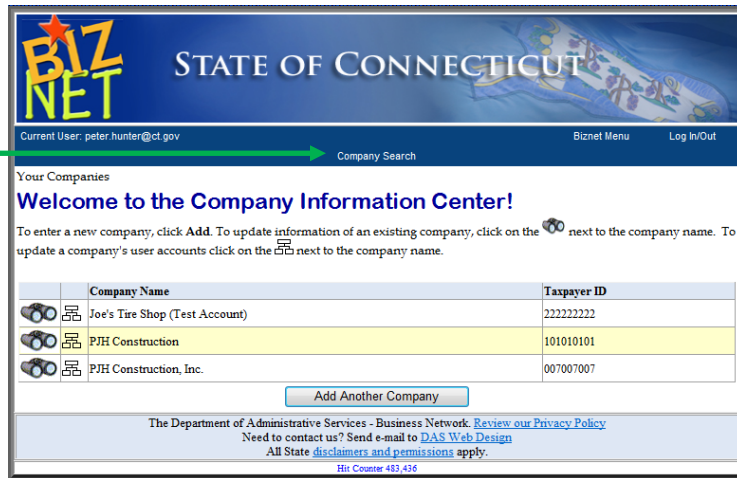
Click the **Company Information** link.



[ 3.3 ] How Do I Access Uploaded Documents?

**Step 4:**

Click **Company Search**.











**BIZ NET** STATE OF CONNECTICUT

Current User: peter.hunter@ct.gov      Company Search      Biznet Menu      Log In/Out

Your Companies

**Welcome to the Company Information Center!**

To enter a new company, click **Add**. To update information of an existing company, click on the  next to the company name. To update a company's user accounts click on the  next to the company name.

	Company Name	Taxpayer ID
 	Joe's Tire Shop (Test Account)	222222222
 	PJH Construction	101010101
 	PJH Construction, Inc.	007007007

[Add Another Company](#)

The Department of Administrative Services - Business Network. [Review our Privacy Policy](#)  
Need to contact us? Send e-mail to [DAS Web Design](#)  
All State [disclaimers and permissions](#) apply.

Hit Counter 483,436

**Step 5:**

Enter the **Company Name** in the provided field.



**Tip:** You may also search for the company by FEIN/SSN.

**Step 6:**

Click the **Search** button.

[Search](#)



**BIZ NET** Department of ADMINISTRATIVE SERVICES

Current User: peter.hunter@ct.gov      Home      Biznet Menu      Log In/Out

[Search](#)      Search Results      Results Detail

Company Search

**Search Company Information**

[Page Help](#)

Company Name	<input type="text"/>
City/Town	All 
County	All 
Keyword Search	<input type="text"/>
Class	All 
Sub Class	All 
FEIN/SSN	<input type="text"/>

[Search](#)


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All State [disclaimers and permissions](#) apply.

Hit Counter 14,744

[ 3.4 ] How Do I Access Uploaded Documents?

**Step 7:**

Select the company whose documents you wish to view.

Click  in the **Detail** column to the left of the Company Name.



**BIZ NET** Department of ADMINISTRATIVE SERVICES

Current User: peter.hunter@ct.gov Search Search Results Home Biznet Menu Log In/Out Results Detail

Search Results

**List of companies matching search criteria**

[Page Help](#)

Search Criteria: Company Name includes 'pjh construction'

Items per Page 25 < < 1 > >

2 total companies listed

Detail	Company Name	Company Address	Peoplesoft ID
	<b>PJH Construction</b> FEN/SSN: 101010101	165 Capitol Avenue Hartford, CT 06106	

Items per Page 25 < < 1 > >

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Need to contact us? Send e-mail to [DAS Web Design](#)  
All State [disclaimers and permissions](#) apply.  
Hit Counter 27,365

**Step 8:**

Documents are now accessible under the Documents header at the bottom of the Company Detail Information screen by clicking the **Document Name**.



**Company Detail information**

[Page Help](#)

No goods & services records found. No Affiliate records found. No History records found.

[Edit Company Information](#)

Company Name	PJH Construction
DBA	
Address 1	165 Capitol Avenue
Address 2	
City, State, ZIP Code	Hartford CT 06106
Business Type	Corporation
Web Address	<a href="http://www.pjh.com">www.pjh.com</a>
Product	

**Company Owners**

Percent Ownership	Owner Name	Title	Minority Affiliation
51%	Peter Hunter	Owner	
49%	Lynn Pecorello	President	

**Company Contacts**

Contact Name	Address	Phone/FAX	Email
contact 2	165 Capitol Avenue Hartford, CT 06106	Phone #: (860) 777-8888 Ext: FAX #:	<a href="mailto:pjh@com">pjh@com</a>
Peter Hunter	164 Capitol Avenue Hartford, CT 06106	Phone #: (860) 713-5267 Ext: FAX #: (860) 622-2870	<a href="mailto:peter.hunter@ct.gov">peter.hunter@ct.gov</a>

**Goods And Services Provided**

Class	Class Description	SubClass Description (SubClass)

**Documents**

Upload Info	Description
Date: 8/16/2011 1:13:30 PM By: peter.hunter@ct.gov Name: NonDiscrim_Cert_Form_C_Entity_Contracts_GT_50000.docx	Affirmation of Receipt of State Ethics Law Summary (OPM Ethics Form 6)

### [ 3.5 ] How Do I Access Uploaded Documents?

#### Step 9:

Treat this document as you would its hard copy equivalent; verify that it is complete and current.

Upload Info	Description
Date: 8/16/2011 1:13:30 PM	Affirmation of Receipt of State Ethics Law Summary (OPM Ethics Form 6)
By: peter.hunter@ct.gov	
Name:	
NonDiscrim Cert Form C Entity Contracts GT 50000.docx	